



U. S. Mail and Certified Mail - Return Receipt Requested

Re: Employment Status

Dear

This letter is to advise you of your employment status with Follett Higher Education Group.

On the following dates, you failed to report to work or call in your absence from work:

This is in violation of company policy and procedure.

This letter is to advise you that your failure to call in your absences or report to work is resulting in the immediate termination of your employment from Follett Higher Education Group for job abandonment.

Sincerely,

cc: Personnel File